

## EXHIBIT 3-O SAMPLE LOCAL FEDERAL-AID PROJECT FINANCE LETTER

DEPARTMENT OF TRANSPORTATION  
DIVISION OF ACCOUNTING  
LOCAL PROGRAM ACCOUNTING BRANCH

Date: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Fed Project No.: \_\_\_\_\_  
EA No.: \_\_\_\_\_  
PPNO.: \_\_\_\_\_  
Bridge No.: \_\_\_\_\_

ATTN: \_\_\_\_\_

Work on State Highway (Y or N): \_\_\_\_ If yes, provide following:

Administered by State or Local? \_\_\_\_\_

Project Manager Name: \_\_\_\_\_

Accounting Program Code(s): \_\_\_\_\_

Coop or Contribution Agrmt No.: \_\_\_\_\_

	TOTAL COST OF WORK	FEDERAL PARTICIPATING COST	FEDERAL FUND TYPE (1)	FEDERAL FUND TYPE (2)	STATE MATCH FUNDS	LOCAL MATCH FUNDS	OTHER FUNDS
<b>PRELIMINARY ENGINEERING</b>							
Agency Preliminary Engineering							
State Furnished Preliminary Engineering							
Overhead at _____ %							
<b>RIGHT OF WAY (R/W)</b>							
Purchase Costs							
Relocation Assistance /Utility							
<b>CONSTRUCTION</b>							
Contract Items _____							
Utilities _____							
Supplemental Work _____							
Contingencies _____							
Trainees _____							
Agency/State Furn. Mat. _____							
Contract Total: _____							
<b>CONSTRUCTION ENGINEERING</b>							
Agency Construction Engineering							
State Furnished Construction Engineering							
Overhead at _____ %							
State Furnished Materials Testing							
Overhead at _____ % , Subjob _____							
Striping by Agency							
Force Account Work by Agency							
<b>TOTALS:</b>							

Federal Participation: \_\_\_\_\_

Federal Appn. Code(s): \_\_\_\_\_

Federal Reimbursement Rate(s) for Progress Invoice:

PHASE	FED (1)	FED (2)
PE		
R/W		
CON		
CE		

Certification

I certify that this Finance Letter accurately reflects the current cost estimate for all phases of the project obligated but not fully expended.

For questions regarding finance letter, contact:

Printed Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Project location: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Distribution:** (1) Original + 4 copies-Caltrans DLAE  
(2) Copy-Local Agency Project File

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